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**From:** Nassif, Julianne (DPH)  
**Sent:** Wednesday, June 24, 2009 10:21 AM  
**To:** Clemmer, Jill (DPH); 'hanchett, jim'; Jacobsen, Patricia (DPH); Jenner, Jennifer (DPH); O'Brien, Elisabeth (DPH); Rubin, Alan (DPH); Salemi, Charles (DPH); Servizio, Paul (DPH)  
**Subject:** FW: July 4th holiday

Please see note from Carol below. We must have coverage both Friday July 3rd and Monday 6th - this is different from what I told some of you recently. Please schedule accordingly.

Thanks,  
Julie

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**From:** Cormier, Carol (EHS)  
**Sent:** Wednesday, June 24, 2009 9:58 AM  
**To:** Caloggero, Dina (DPH); Han, Linda (DPH); Szymczak, Elizabeth (DPH); Smole, Sandra (DPH); Nassif, Julianne (DPH)  
**Subject:** July 4th holiday

Just a reminder about the 4<sup>th</sup> of July holiday.....As many employees as possible should be given the preceding Friday or following Monday off. However, except for operational reasons staff are not required to take Friday or Monday. In other words, if staff work both days they are entitled to a day off to be used within 60 days.

**Please make sure supervisors are aware that they have to have staff scheduled both Friday and Monday because we are required to be open for business both days.**

Please let me know if you have any questions. Thanks